

# Highly Qualified Teacher (HQT) Position Input Application

## How-To Walk-Thru

### What is the HQT Application?








The Highly Qualified Teacher Position Input Application is an on-line web based application that tracks the highly qualified status of all K-12<sup>th</sup> grade core content teachers in Arizona as required by the Elementary & Secondary Education Act (ESEA) reauthorization of 2002.

### Who must report HQT data?

All public school districts and charters (not-for-profit) must enter data into the application at the beginning of each school year. LEAs and schools must keep the database current throughout the year. Core content positions that must be reported include the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Elementary Subject Knowledge</li><li>• Economics</li><li>• English</li><li>• Foreign Language</li><li>• Geography</li><li>• History</li><li>• Math interventionists</li><li>• Mathematics</li><li>• Middle Grades General Science</li><li>• Middle Grades Language Arts/Reading</li><li>• Middle Grades Mathematics</li></ul> | <ul style="list-style-type: none"><li>• Middle Grades Social Studies</li><li>• Music</li><li>• Political Science/Government</li><li>• Science (including Biology, Chemistry, Earth Science, Physical Science, General Science and Physics)</li><li>• Structured English Immersion Classroom (SEI)</li><li>• Reading Specialists</li><li>• Special Education (Teacher of Record and <u>Not</u> Teacher of Record)</li><li>• Visual Arts</li></ul> |
|---|--|



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## ■ Accessing the Site:

Access Common Logon via the Arizona Department of Education's home page at <http://www.ade.az.gov>. If you do not currently have access to the Highly Qualified Teacher Application on the Common Logon, you may request that this be added to your list of options. The LEA superintendent or charter representative must send an email to [enterprise@azed.gov](mailto:enterprise@azed.gov) requesting that this be added on your behalf. In order for Support Services to process the request, you must include the first and last name, current user name, email address, level of access requested (either school-site or LEA-wide) and the name of the district/school or charter representative.

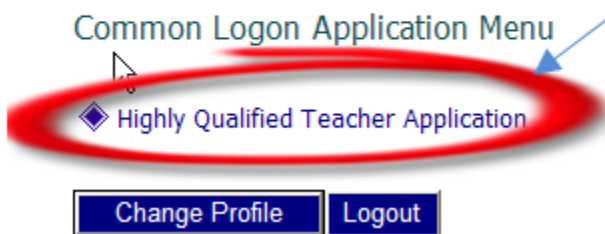


Select the **Common Logon** link on the Arizona Department of Education's home page.



Enter your **Username** and **Password** and click **Continue**.

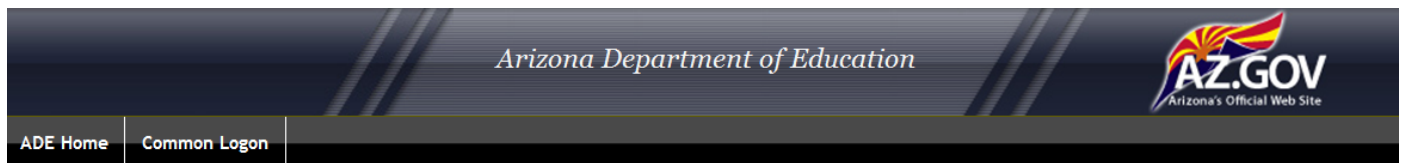
Click the **Highly Qualified Teacher Application** link.



# ■ Updating Administrative Contact Information:

## Required Information Update:

**The first time a local education agency (LEA) user accesses the application**, he/she will be prompted to enter the **Administrative Contact Information**. For a school district this includes the Superintendent, the Human Resources Director and the Business Manager. For a charter school, this includes the Charter Representative, the Human Resources Director and the Business Manager. This is completed only once each year (at the start of the school year) and need not be updated again during this year, unless there is a change in personnel. You must enter information for all three positions, even if a single individual holds all positions. Once completed, the TABS at the top of the Home Page will appear and you will be free to move about the application.



Welcome rbye2  
 Print this page

[HQT Position Input System Walk Thru Document](#)

By providing the requested information listed below, the Arizona Department of Education will be able to contact key staff members in a timely manner to inform them of important information and/or updates. Your cooperation in completing this information accurately is greatly appreciated.

District LEAs, please add contact information for the following 3 leadership roles: Superintendent, HR Director and Business Manager.

Charter LEAs, please add contact information for the following 3 leadership roles: Charter Representative, HR Director and Business Manager.

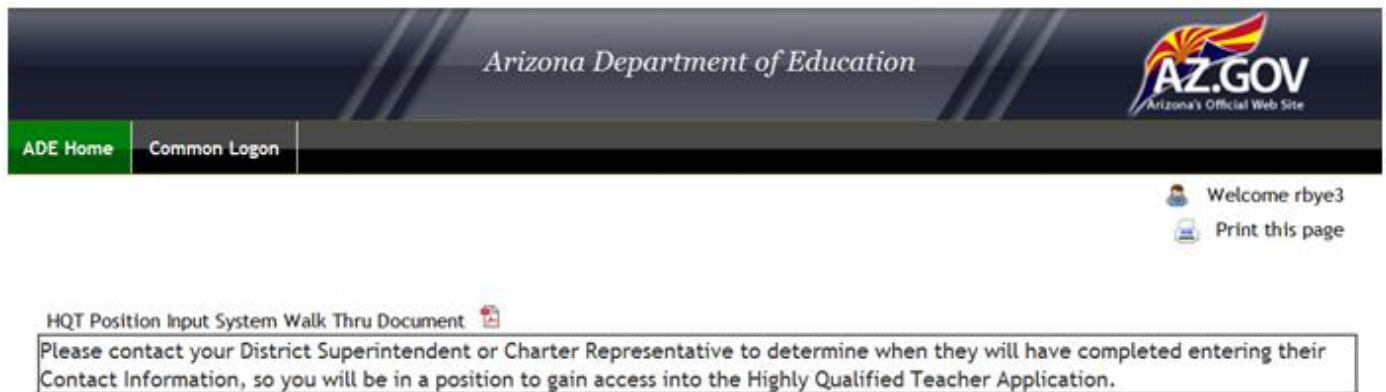
**NOTE: If you are unable to view the additional TABS (Teacher Information, Add/Update Teacher, etc.), please ensure that contact information is entered for each of the three positions listed above for your LEA.**

Add New Contact Information Here:						
Last Name	First Name	Position / Title	Email Address	Phone Number	Extension	
<input type="text"/>	<input type="text"/>	-- Select Position --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Edit Contact Information Here:							
Edit	Delete	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.							



NOTE: School site users will not be able to access the application until the LEA contact information has been entered.



Arizona Department of Education

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ADE Home Common Logon

Welcome rbye3

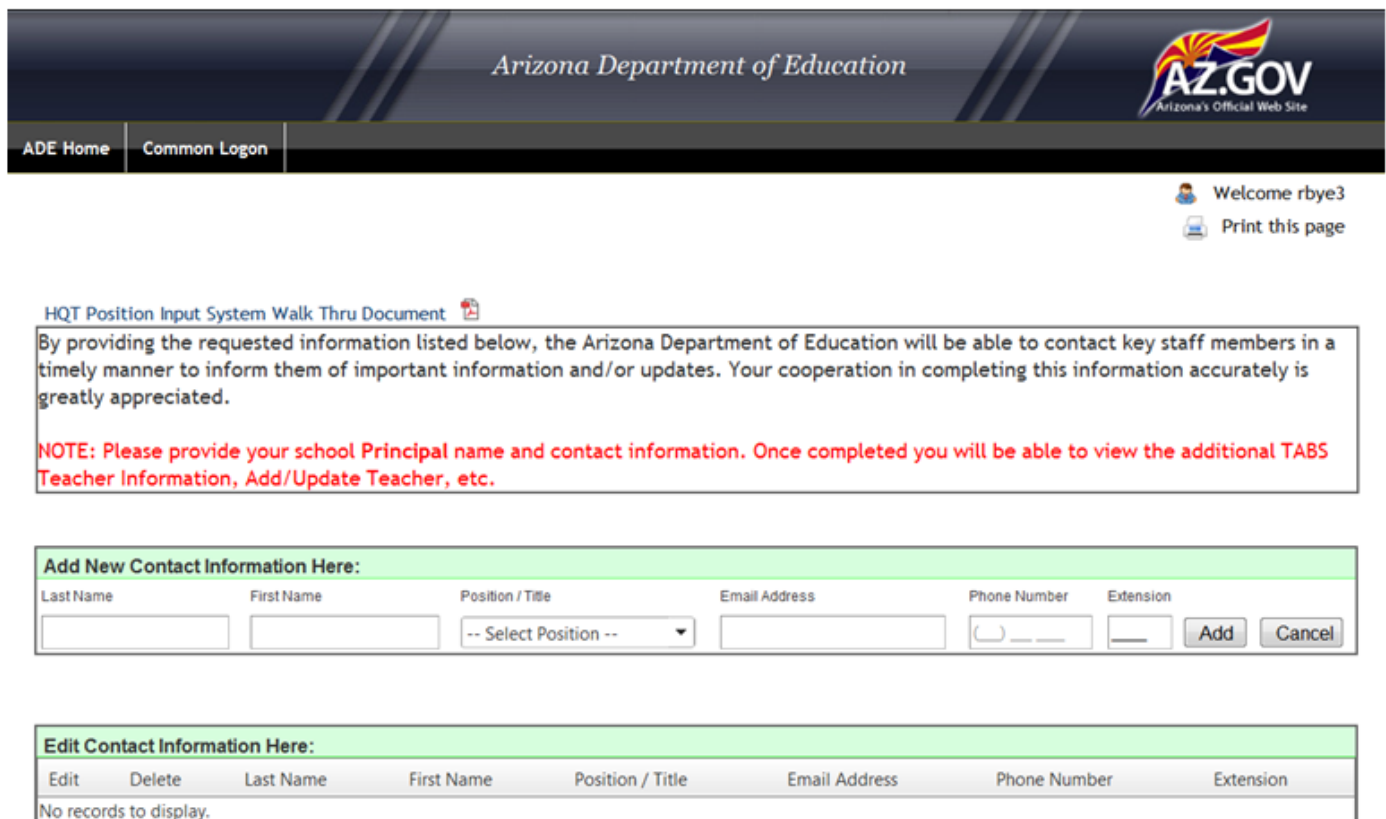
Print this page

HQT Position Input System Walk Thru Document

Please contact your District Superintendent or Charter Representative to determine when they will have completed entering their Contact Information, so you will be in a position to gain access into the Highly Qualified Teacher Application.

**If the LEAs required information is complete:**

1. The site user will be prompted to **add new contact information** for the principal.
2. Additional site personnel may be added, if needed.
3. Once the information is complete, the TABS at the top of the of Home Page will appear and you will be free to move about the application.



Arizona Department of Education

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ADE Home Common Logon

Welcome rbye3

Print this page

HQT Position Input System Walk Thru Document

By providing the requested information listed below, the Arizona Department of Education will be able to contact key staff members in a timely manner to inform them of important information and/or updates. Your cooperation in completing this information accurately is greatly appreciated.

**NOTE: Please provide your school Principal name and contact information. Once completed you will be able to view the additional TABS Teacher Information, Add/Update Teacher, etc.**

**Add New Contact Information Here:**

Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
<input type="text"/>	<input type="text"/>	-- Select Position --	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Cancel

**Edit Contact Information Here:**

Edit	Delete	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.							





## Home Page:

The **TABS** on the top of the page allow you to move between screens in the application. The green tab indicates the page you are currently on.



Welcome rbye2

Print this page

### Welcome to the Highly Qualified Teacher Position Input Application

The Highly Qualified Teacher Position Input Application is a web-based data and reporting system that tracks the highly qualified status of Arizona core-academic teachers as required by the Elementary and Secondary Education Act Reauthorization of 2002. Local Education Agency (LEA) administrators enter data into the system via a web browser. This data is validated against teacher certification, AEPA test results, and School District Employee Reporting (SDER). Information collected and reported to the United States Department of Education (USDE) may include:

1. AEPA exams passed
2. Total years of teaching experience
3. Teacher position(s) [grade-level and content area]
4. Periods taught [1-10]
5. Highly Qualified status [HQT, non-HQT, and non-core]
6. Highly Qualified criteria [AEPA, 24 hours/major, advanced degree in the content area, HOUSSE, Reciprocity, National Board Certification (NBCT) and non- HQT]

#### Highly Qualified Teacher Resources

##### HQT Resources:

-- Select a Resource Document --

Click here to open selected Resource Document

##### Out of State Equivalent Test:

-- Select Out of State Equivalent Test Document --

Click here to open selected Equivalent Test Document

To be a valid comparable test, the official score report must identify the candidate as having passed the test according to that state's cut scores.

#### BREAKING NEWS

The Highly Qualified Teachers Input Application will be offline at the close of business on June 30, 2011. The application will come back online on July 11, 2011.

#### Reminders -

- The Attestation forms are to be completed for each teaching position within the first 4 weeks of school
- Teacher position data must be entered in the Highly Qualified Teachers Input Application and verified by October 1, 2011

#### Breaking News from HQT:

This is a source for real time updates/announcements from the Effective Teachers & Leaders Unit (formerly HQT) at ADE.

The Highly Qualified Teacher Resources section includes links to useful resource documents.





## ■ Teacher Information:

By selecting the **Teacher Information** tab, users can view current or previous year data for specific teachers at a school site. All information on this screen is **display only** and cannot be edited.

### **Selecting a Teacher Record:**

Based on the access granted through the Common Logon, your **LEA** name will appear here. If you have LEA access, you will be able to view one or more school sites and can select different schools by clicking the **School** drop down arrow.

The screenshot shows the Arizona Department of Education website. The header includes the Arizona Department of Education logo and the AZ.GOV logo. The navigation bar contains links: Home, Teacher Information (highlighted), ADD/Update Teacher, Reports, Unprofessional Conduct, ADE Home, Common Logon, and Batch Process. Below the navigation bar is a 'Batch Process Status' link. The main content area displays the following fields:

- LEA:** Ajo Unified District
- School:** Ajo Elementary School - 100215001
- Academic Year:** 2011
- Indicate TITLE I Status:** Non Title I
- Teacher List:** -- Please Select a Teacher--

Callout boxes provide additional information:


- A box pointing to the LEA and School dropdowns explains that the LEA name is determined by access and that users can select different schools.
- A box pointing to the Academic Year dropdown explains that users can select previous school year data.
- A box pointing to the Teacher List dropdown explains that clicking the arrow will display all teachers for the chosen school year, and selecting a teacher will show their information.
- A box pointing to the 'Print this page' link explains that clicking it will print a hard copy of the information.



## Teacher Information Box:

The Arizona Department of Education has assigned an **Educational Stakeholder ID** which is a numerical identification number for each individual in the application. This will be a different number than the EIN found on Arizona educator certificates.

The **Work Email Address** is optional and is intended to provide ADE with updated contact information for the specified teacher.

TEACHER INFORMATION	
SSN: ### - ## -0681	Name: <b>Jane Doe</b> Work Email Address: Jane.Doe@ajoele.org
Educational Stakeholder ID: 1234-1234-1234-4999	
School Employment Start Date: September 1996	Certification Degree: Master's Gender: Male
Total Years of Experience: 23	Additional Degree: Bachelor's
Hispanic/Latino of any Race: No	Race: <input checked="" type="checkbox"/> BL <input checked="" type="checkbox"/> WH <input type="checkbox"/> AS <input type="checkbox"/> AM <input type="checkbox"/> PI 

**CLARIFICATION** The **School Employment Start Date** is the earliest date the teacher began employment at that school site.

**CLARIFICATION** The **Total Years of Experience** is the total number of years the individual has been working in the teaching profession, not just with the current district or school.

## Position Information Box:

The **Position Information** box reflects the data taken from the attestation form(s) completed for the selected teacher for a chosen school year. Multiple position boxes may be displayed if a teacher is assigned more than one core content position during a school year.

TEACHING POSITION INFORMATION	
Teaching Position Completed: <input checked="" type="checkbox"/>	Core Teacher: Yes Academic Year: 2011
Teaching Position Description: Mathematics	Teacher of Record: Y Content Area: Mathematics
Grades: 9 10	HQ Criteria: AEPA # of Periods Taught: 7
Has Valid Certificate: Y	HQT Comments:





## Other Teacher Information:

The **Fingerprint Clearance Card** section indicates the current fingerprint status for the selected teacher. This information is uploaded daily to the ADE Certification database from the Department of Public Safety. Please Note: Service alert information is not available on the Highly Qualified Teacher Position Application. To follow-up on a service alert "Under Investigation" for a teacher you must access Certification Search under Common Logon.

The **AEPA Exams** section indicates the Arizona Educator Proficiency Assessments for which the selected teacher has received a passing score, with the test date and test number. Basic Skills exams may be listed: Reading Comprehension (96), Writing (97), and Math (98). These exams cannot be substituted for an AEPA content exam.

FINGERPRINT CLEARANCE CARD		
Card Number:	2A01483129	
Status:	Valid	
Expiration Date:	10/19/2011	

CERTIFICATIONS		
	Effective Date	Expiration Date
<b>Valid Certificate(s):</b>		
Substitute	12/12/2005	11/04/2011
<b>Approved Area(s):</b>		
Endorsement(s): Structured English Immersion (SEI) K - 12		
<b>Expired Certification Credentials:</b>		
<b>Expired Certificate(s):</b>		
Provisional Elementary Education, K-8	06/03/2008	09/27/2009
Provisional Elementary Education, K-8	06/03/2008	06/03/2010
<b>Expired Approved Area(s):</b>		
Elementary Education	09/27/2006	09/27/2007
Middle Grade General Science 7-8	06/03/2008	06/03/2010
<b>Expired Endorsement(s):</b>		
Provisional Structured English Immersion (SEI) K - 12	06/03/2008	06/03/2010

AEPA EXAMS PASSED	
Date Passed - Exam Description	
06/10/2006	- Elementary Education (01)
04/12/2008	- Professional Knowledge - Elementary (91)
06/07/2008	- Middle Grades General Science (39)

ADOE COMMENTS	
09/27/2006	EBARKER ISSUED CERT 'Teaching Intern' (Paradise Valley Unified District) >
09/27/2006	EBARKER ISSUED 'Elementary Education' APPROVAL >
09/13/2006	CCHAVEZ Completed copy of Certificate >
12/12/2005	KOHRNS - Added Evaluation 'Substitute' (#68116) >
12/12/2005	KOHRNS - APPLICANT QUALIFIED FOR 'Substitute' Evaluation. See Evaluation # 68116 for details. >
12/12/2005	KOHRNS ISSUED CERT 'Substitute' >

The **Certification** section indicates all valid Arizona teaching certificates, approved areas, endorsements and expired certificates for the selected teacher. If a teacher allows his/her certificate to lapse, the application will identify them as being non-HQ.

The **ADOE Comments** section allows viewers access to the notations made by the ADE Certification Unit staff, documenting services rendered to the selected teacher.

REMINDER: All information on this screen is display only.



## ■ Add/Update Teacher Information:

The **Add/Update Teacher** screen allows the user to modify the information for a returning teacher, add a new teacher to the application or delete a teacher that is no longer assigned to the listed school for the current school year. Teacher information from previous academic years may not be edited.

### Required Information Update:

The first time a user enters the application and selects a school site, they must indicate the Title I status of the school. This is completed only once (at the start of the school year) and need not be updated again until the following year, unless a change in status occurs.

Based on the access granted through the Common Logon, your **LEA** will appear here. If you have LEA access, you will have access to all school sites and can select different schools by clicking the **School** drop down arrow. If you have site access only your school name will appear. The **Academic Year** will always default to the current school year and need not be selected.

Arizona Department of Education

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Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Batch Process

Batch Process Status

Welcome rbye2  
Print this page

LEA: Ajo Unified District

School: Ajo Elementary School - 100215001

Academic Year: 2011

Indicate Title I Status: Non Title I

Teacher List: -- Please Select a Teacher--

Add New Teacher

Get Administrative Contacts

STATUS INFORMATION

Click the drop down box to **Indicate Title I Status** and select the appropriate response for the chosen school. This must be completed before the application will allow you to proceed to the teacher files.

Selecting the **Get Administrative Contacts** button will allow a user to see what information has been entered and also add new contacts as changes occur. You will not be able to delete any information, only add new information to the application.



## Updating a Returning Teacher:

Click the drop down arrow on the **Teacher List** to display all teachers currently on the school roster. Select the teacher's name to update information. All teachers will initially have a **red X** adjacent to their names. Teachers will have a **green check mark** adjacent to their names once they are updated and verified.

Arizona Department of Education

Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Batch Process

Batch Process Status

Welcome rbye2  
Print this page

LEA: Ajo Unified District

School: Ajo Elementary School - 100215001

Academic Year: 2011

Indicate Title I Status: Non Title I

Get Administrative Contacts

Teacher List: -- Please Select a Teacher--

Add New Teacher

RMATION

-- Please Select a Teacher--
-- Please Select a Teacher--
Doe, Jane ✓
Doe, Joseph ✓
Smith, Earl ✗



After selecting a teacher, the **Status Information, Teacher Information and Teacher Position Information** needs to be reviewed, completed and verified for the returning teachers. A teacher's Status Information must be indicated initially and updated as changes occur throughout the school year. Status refers to whether the teacher is actively working at the school site or is currently on leave from their position.



Click the drop down arrow next to **Select New Activity Status** to display the 4 options. Select the appropriate status for this teacher. Once the status is selected click on **Accept** and a new record will be created. **NOTE: Once accepted this record cannot be deleted.** Some selections require additional information.

STATUS INFORMATION				
Status:	-- Select New Activity Status --	<input type="button" value="Accept"/>		
	-- Select New Activity Status --			
Edit	Active	Start Date	End Date	Educator or Substitute Teacher (If Applicable)
	LOA / FMLA	7/8/2011	7/8/2011	LOA / FMLA Educator (If Applicable)
	Sub Filling LOA / FMLA Position	7/8/2011	7/8/2011	N/A
	Sub Filling Vacant Position	7/8/2011	7/8/2011	N/A

The Arizona Department of Education has assigned an **Educational Stakeholder ID** which is a numerical identification number for each individual in the application. This will be a different number than the EIN found on Arizona educator certificates.

**CLARIFICATION** The **School Employment Start Date** is the earliest date the teacher began employment at that school site. This start date will “roll over” and does not need to be adjusted unless the teacher has moved to a new site within the District.

TEACHER INFORMATION			
First Name:	Mark	Middle Name:	I
Educational Stakeholder ID:	1-4999	SSN:	### - ## -0681
School Employment Start Date:	September 1996	Certification Degree:	Master's
Total Years of Experience:	23	Additional Degree:	Bachelor's
Hispanic/Latino of any Race:	No	Race:	<input checked="" type="checkbox"/> BL <input checked="" type="checkbox"/> WH <input type="checkbox"/> AS <input type="checkbox"/> AM <input type="checkbox"/> PI
<input type="button" value="Update Teacher Information"/>			

**CLARIFICATION** The **Total Years of Experience** is the total number of years the individual has been working in the teaching profession, not just with the current district or school. The number of years will “roll over” and the application will add one year to that number.



If the selected teacher holds an Arizona teaching certificate, the **Certification Degree** will show the degree on file with the ADE Certification Unit, otherwise this box will be blank. If this box is blank at a district school, the teacher will not be Highly Qualified. Contact the Certification Unit at 602-542-4367 to correct this problem. You can add an additional degree for the selected teacher by clicking the drop down box next to **Additional Degree** and selecting the highest degree currently held by the teacher.

For charter school teachers not holding a certificate, you must select **Additional Degree** and indicate the highest degree held by the teacher.

TEACHER INFORMATION			
First Name:	Mark	Middle Name:	I
Educational Stakeholder ID:	██████████-4999	SSN:	### - ## -0681
School Employment Start Date:	September 1996	Certification Degree:	Master's
Total Years of Experience:	23	Additional Degree:	
Hispanic/Latino of any Race:	No	Race:	<input checked="" type="checkbox"/> BL <input checked="" type="checkbox"/> WH <input type="checkbox"/> AS <input type="checkbox"/> AM <input type="checkbox"/> PI
Update Teacher Information		Gender:	Male

Once all of the data in the Teacher Information box has been updated, you must select the **Update Teacher Information** button to save the changes. All required information in this section must be entered before the application will let you verify a teacher file.

If the teacher you selected has an Arizona educator certificate, the **Hispanic/Latino of Any Race** and **Race** boxes will be pre-populated. Otherwise, you will need to enter the information for this teacher. You must enter Yes or No for **Hispanic/Latino of Any Race**. If the answer is No, you must complete the Race box. For **Race**, you can check all boxes that apply; a minimum of one box must be checked. Click the ? if you need further information.

TEACHING POSITION INFORMATION										
Add New Teaching Position										Refresh
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete
		Y	Mathematics	Y	Mathematics	9 10	7	AEPA	Y	Y
Add New Teaching Position										Refresh

The **Teaching Position Information** section describes the teaching position(s) and highly qualified status of the teacher as indicated at the time of the roll over. A separate position box should be completed for each core academic subject area assigned to teach. A review of the teacher position information must be completed every year. To validate current position information or to make changes to an existing position, click the **Edit** (✎) button. If you wish to add a new/additional position, click the **Add Position** button.





All core content teachers will have the **Yes** circle marked in the **Core Teacher** line. If you have a teacher that is assigned to a non-core content area, mark the **No** circle.

Click the **Position Description** drop down arrow to select the teaching assignment for this teacher.

TEACHING POSITION INFORMATION												
+ Add New Teaching Position <span>Refresh</span>												
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOA/FMLA Teacher
		Y	Middle Grade Social Studies	Y	Middle Grade Social Studies	5 6 7 8	1	AEPA	Y	Y		N/A

Core Teacher:

☒ Yes
 ☐ No

Teaching Position Description:

Middle Grade Social Studies

T O R:

☒ Yes
 ☐ No

Content Area:

Middle Grade Social Studies

Grades Taught:

☒ 5
 ☒ 6
 ☒ 7
 ☒ 8

Periods Taught:

1

Criteria:

AEPA

Valid Certificate:

Yes

Complete:

☐ If checked, teaching position information is complete.

Comments:

Update

Cancel

+ Add New Teaching Position

Refresh

A **Teacher of Record** directly instructs, evaluates and assigns grades to students in core academic subjects. If the selected teacher is Teacher of Record, the **Yes** must be marked.

Click the **Content Area** drop down arrow to select the academic subject area associated with this position.





Based on the information you entered, **Grade** boxes will appear on the screen. Click each grade level that the teacher is assigned to teach in this core content area.

Click the **Periods Taught** drop down arrow to select the number of periods this teacher is assigned each day in this specific content area. You may not exceed 10 periods a day for a single content area. The number of periods taught for K-6 teachers should be aligned with grades 7-8 (i.e. 5 or 6).

TEACHING POSITION INFORMATION												
+ Add New Teaching Position <span>Refresh</span>												
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOA/FMLA Teacher
		Y	Middle Grade Social Studies	Y	Middle Grade Social Studies	5 6 7 8	1	AEPA	Y	Y		N/A

Core Teacher:

☒ Yes ☐ No

Teaching Position Description:

Middle Grade Social Studies

T O R:

☒ Yes ☐ No

Content Area:

Middle Grade Social Studies

Grades Taught:

☒ 5 ☒ 6 ☒ 7 ☒ 8

Periods Taught:

1

Criteria:

AEPA

Valid Certificate:

Yes

Complete:

☐ If checked, teaching position information is complete.

Comments:

Update

Cancel

+ Add New Teaching Position

Refresh

Click the **Criteria** drop down arrow to select the criteria by which this teacher is highly qualified in the core content area, according to the attestation form. Remember, the only information that the application can verify is AEPA exams, certificates, endorsements and approved areas. The LEA/school must verify all other criteria.



TEACHING POSITION INFORMATION												
+ Add New Teaching Position											Refresh	
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOA/FMLA Teacher
		Y	Middle Grade Social Studies	Y	Middle Grade Social Studies	5 6 7 8	1	AEPA	Y	Y		N/A

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

T O R: ☒ Yes ☐ No

Content Area:

Grades Taught: ☒ 5 ☒ 6 ☒ 7 ☒ 8

Periods Taught:

Criteria:

Valid Certificate: Yes

Complete: ☐ If checked, teaching position information is complete.

Comments:

+ Add New Teaching Position												Refresh
-----------------------------	--	--	--	--	--	--	--	--	--	--	--	---------

When you have finished updating/validating the position information, you must click the **Teaching Position Information is Complete** box and then select the **Update** button to save the changes.



**TEACHING POSITION INFORMATION**

**+ Add New Teaching Position**
 Refresh

Edit   Delete   Core Teacher   Teaching Position Description   T O R   Content Area   Grades Taught   Periods Taught   Criteria
Valid Certificate   Complete   Comments   LOA/FMLA Teacher

Core Teacher: ☒ Yes ☐ No

Teaching Position Description: -- Select a Position --

T O R:

Content Area:

Grades Taught:

Periods Taught:

Criteria:

Valid Certificate:

Complete:

Comments:

Insert
Cancel

		Y	Music	Y	Music	1 2	1	Not Highly Qualified	Y	Y	N/A
--	--	---	-------	---	-------	-----	---	----------------------	---	---	-----

**+ Add New Teaching Position**
 Refresh

If the teacher has more than one assigned core content teaching position, you can add another position by clicking the **Add Position** button, after saving the current position information.

Complete position information for this teacher. Go from top to bottom as boxes will appear when selections are made. Click **Insert** to save the information. You can click the **Cancel** button at any time to exit this activity.

When you have finished updating/validating the complete teacher record, you must click the **I Verify** button to finalize the teacher file. By selecting this button, you are certifying that the Highly Qualified Teacher attestation(s) and relevant supporting documentation, entered into the database for this teacher, are accurate and complete. The teachers name will be displayed with a **green check mark** on the **Teacher List** to indicate that the record has been updated.

**I Verify** that I have reviewed the Highly Qualified Teacher Attestation(s) and relevant supporting documentation, and all teacher and position information is accurate and complete, per ESEA 5 1119(a)(1) and 1119(b)(1).

Add New Teacher
Delete Teacher

**STATUS INFORMATION**



## Adding a New Teacher to the Application:

After selecting the appropriate school site, you may add a new teacher into the application by clicking on the **Add Teacher** button.

The screenshot shows the 'ADD/Update Teacher' page. The navigation bar includes 'Home', 'Teacher Information', 'ADD/Update Teacher' (highlighted), 'Reports', 'Unprofessional Conduct', 'ADE Home', 'Common Logon', and 'Batch Process'. Below the navigation bar is a 'Batch Process Status' section. On the right, there is a user welcome message 'Welcome rbye2' and a 'Print this page' link. The main form contains several dropdown menus: 'LEA:' (Ajo Unified District), 'School:' (Ajo Elementary School - 100215001), 'Academic Year:' (2011), 'Indicate Title I Status:' (Non Title I), and 'Teacher List:' (-- Please Select a Teacher--). A 'Get Administrative Contacts' button is located to the right of the 'Indicate Title I Status:' dropdown. At the bottom left, there is an 'Add New Teacher' button. A blue callout box with an arrow points from the text above to this button. Below the form is a blue bar labeled 'STATUS INFORMATION'.

To add a new teacher to the school roster, you now have a choice of search variables including Name, Educational Stakeholder Identification, Social Security Number, or the Educator Identification Number (EIN). You must **Select a Search Option** before entering any information. Click the drop down arrow on the **Select a Search Option** box first to indicate the variable you wish to use to search for a new teacher. Enter the information and then click the **Search for Teacher** button. Do not include spaces or dashes when entering a Social Security number.

The screenshot shows the search section. At the top, there is a green bar labeled 'SELECT A SEARCH OPTION:'. Below it is a dropdown menu with the text '-- Select Search Option --'. Below this is another green bar labeled 'Type in the value(s) for the selection you chose:'. Underneath, there are five input fields: 'Last Name', 'First Name', 'Educational Stakeholder ID' (with four small boxes for digits), 'SSN', and 'EIN'. At the bottom left, there is a 'Search for Teacher' button and a 'Cancel' button. A blue callout box with an arrow points from the text above to the 'Search for Teacher' button.



Based on the search variable you selected, you will be provided with a list of possible teachers. Determine which teacher you wish to select and click on **Add to Roster**.

Search Results:						
	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<a href="#">Add to Roster</a>	Doe	John		4678-4676-5847-4363	9007	1234567

You have now added a new teacher to the school site roster. You can then proceed to enter **Status Information**, **Teacher Information** and **Position Information** in the same manner utilized for the returning teachers to the school site.

If you are adding a non-certified teacher into the application, the teacher name will initially appear as "Unknown Unknown". Only Charters can correct by typing in the correct teacher's name. LEAs need to contact Certification 602-542-4367. All blank spaces on the Teacher Information Section need to be completed by the school/LEA. After clicking on the **Update Teacher Information** button, you may proceed to the Teacher Position Information.

First Name: UNKNOWN

Educational Stakeholder ID: 7979-2547-6214-4551

School Employment Start Date: -- Month -- -- Year --

Total Years of Experience: 0

Hispanic/Latino of any Race: -7-

[Update Teacher Information](#)

**TEACHER INFORMATION**

Middle Name: UNKNOWN

SSN: ###-##-7288

Certification Degree:

Additional Degree:

Race: ☐ BL ☐ WH ☐ AS ☐ AM ☐ PI

Last Name: UNKNOWN

Work Email Address:

Gender: [Select](#)

**FINGERPRINT CLEARANCE CARD**

Card Number: Status: No Record Expiration Date:

**TEACHER CREDENTIALS**

Certificates	AEPA Exams Passed	Approved Areas	Endorsements

To add a position for a teacher new to the roster, click on **Add New Teaching Position** and complete the required information for the position. A separate position box should be completed for each core academic subject area assigned to teach.

**TEACHING POSITION INFORMATION**

[Add New Teaching Position](#) [Refresh](#)

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOA/FMLA Teacher
No records to display.												

[Add New Teaching Position](#) [Refresh](#)



If your LEA or School elects to enter non-core content teachers and administrators, the process is the same as adding a new teacher. Mark **No** under non-core, then Click on the down arrow for **Teaching Position Description**. After selecting a position, the necessary information is populated by the application. Check the **Complete** box then click on **Insert/Update** to save the information.

TEACHING POSITION INFORMATION												
+ Add New Teaching Position <span>Refresh</span>												
Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOA/FILA Teacher
		Y	Music	Y	Music	6	2	Not Highly Qualified	N	Y		N/A

Core Teacher:

☐ Yes
 ☒ No

Teaching Position Description:

-- Select a Position --

T O R:

☐ Yes
 ☒ No

Content Area:

--Select Content Area--

Grades Taught:

Periods Taught:

Criteria:

Valid Certificate:

No

Complete:

☐ If checked, teaching position information is complete.

Comments:

Update

Cancel

+ Add New Teaching Position

Refresh





## Deleting an Existing Teacher:

After opening the appropriate school site, you can select the teacher you wish to delete from the **Teacher List**. When the teacher information appears, simply click the **Delete Teacher** button to remove this teacher from the current school roster. A confirmation box will appear prompting a Yes or No confirmation to delete this position.

that I have reviewed the Highly Qualified Teacher Attestation(s) and relevant supporting documentation, and all teacher and position information is accurate and complete, per ESEA 5 1119(a)(1) and 1119(b)(1).

STATUS INFORMATION




## ■ ■ Substitute Teacher Reporting:

After the fourth consecutive week in the classroom, substitute teachers in core content positions must complete an appropriate attestation form and be entered into the Highly Qualified Teacher Position Input Application.


**IMPORTANT** This includes substitute teachers working in vacant positions, as well as, substitutes replacing teachers on a Leave of Absence/Family Medical Leave Act.


### Substitute in Leave of Absence/Family Medical Leave Act Position:

On the **Add/Update Teacher** page, select the name of the teacher who will be going on a leave of absence from the school's **Teacher List**. Once the teacher's information is opened, an end date for this teacher's **"Active"** status must be entered. The end date is the last day this teacher worked in the classroom before taking leave from their position. Click on the Edit button (  ) to open the **"Active"** status .

STATUS INFORMATION


Status:

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
	Active	7/11/2011			N/A

Enter a date in the End Date box and click the Check (  ) button to update the **"Active"** status information.

STATUS INFORMATION

Status:

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
	Active	7/11/2011			N/A



You are now ready to place the teacher on the new status of **"LOA/FMLA"**. Click the drop-down arrow for the **Status Information** and select **"LOA/FMLA"**. Click the **Accept** tab to verify your choice is correct. **Once you accept a status, it may not be removed from this teacher's record.**

STATUS INFORMATION

Status: LOA / FMLA

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
	Active	7/19/2011	7/20/2011		N/A

An automatic start date for this status will appear and reflect the current date. If you need to change the start date to an earlier time, you may do so by clicking on the Edit ( ) button to make the needed change. Be sure to click on the Check ( ) button to save your updated information.

STATUS INFORMATION

Status: LOA / FMLA

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
	LOA / FMLA	7/24/2011			N/A
	Active	7/19/2011	7/22/2011		N/A

Next you must enter the information for the substitute teacher. If they are not already on the school roster, you must add them to the **Teacher List** as you would any other teacher. Otherwise, click the drop-down arrow on the **Teacher List** and select the appropriate teacher name. Once the substitute teacher information appears, you must adjust their **Status Information**. Click the drop-down arrow and select **"Sub-Filling LOA/FMLA Position"**. Click the **Accept** tab to verify your choice is correct. **Once you accept a status, it may not be removed from this teacher's record.**

STATUS INFORMATION

Status: Sub Filling LOA / FMLA Position



You must document the name of the teacher that the substitute will be replacing temporarily. Click the drop-down arrow for the **Select a Teacher** box and choose the name of the teacher who is currently on a leave of absence. Click the **Accept Selected LOA Teacher** button to confirm your choice is correct. **Once you confirm the selected teacher, it may not be removed from this record.**

**STATUS INFORMATION**

Status: Sub Filling LOA / FMLA Position  Select LOA Teacher: -- Select a Teacher --

An automatic start date for this status will appear and reflect the current date. The substitute start date should be the first day the substitute began working in the designated classroom. If you need to change the start date to an earlier time than the current date, you may do so by clicking on the Edit (✎) button to make the needed change. Be sure to click on the Check (✓) button to save your updated information.

**STATUS INFORMATION**

Status: Sub Filling LOA / FMLA Position  Select LOA Teacher:

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
✓✕	Sub Filling LOA / FMLA Position	7/22/2011			

Once the Status is set, you should then enter the appropriate **Teacher Information** for the substitute teacher in the same manner as you would for a regular classroom teacher.

**IMPORTANT** Once the teacher on a leave of absence from the classroom returns to work, you **MUST** indicate an end date for the status of **“LOA/FMLA”** and add a new status of **“Active”**. You must also indicate an end date for the substitute teacher’s assignment in that classroom.



## Substitute in Vacant Teaching Position:

After the fourth consecutive week in the classroom you must enter the information for the substitute teacher working in a vacant teaching position. The LEA must continue to recruit for a highly qualified teacher to fill this position.

If the substitute is not already on the school roster, you must add them to the **Teacher List** as you would any other teacher. Otherwise, click the drop-down arrow on the **Teacher List** and select the appropriate teacher name. Once the substitute teacher information appears, you must enter their **Status Information**. Click the drop-down arrow and select **"Sub Filling Vacant Position."** Click the **Accept** tab to verify your choice is correct. **Once you accept a status, it may not be removed from this teacher's record.**

### STATUS INFORMATION

Status: Sub Filling Vacant Position

An automatic start date for this status will appear and reflect the current date. The substitute start date should be the first day the substitute began working in the designated classroom. If you need to change the start date to an earlier time than the current date, you may do so by clicking on the Edit (✎) button to make the needed change. Be sure to click on the Check (✓) button to save your updated information.

### STATUS INFORMATION

Status: Sub Filling Vacant Position

Edit	Status	Start Date	End Date	Educator or Substitute Teacher (If Applicable)	LOA / FMLA Educator (If Applicable)
✓✎	Sub Filling Vacant Position	7/22/2011		Gaona, Rosemary J	N/A

Once the **Status** is set, you should then enter the appropriate **Teacher Information** and **Position Information** for the substitute teacher in the vacant position. Use the same manner to enter this information as you would for a regular classroom teacher.

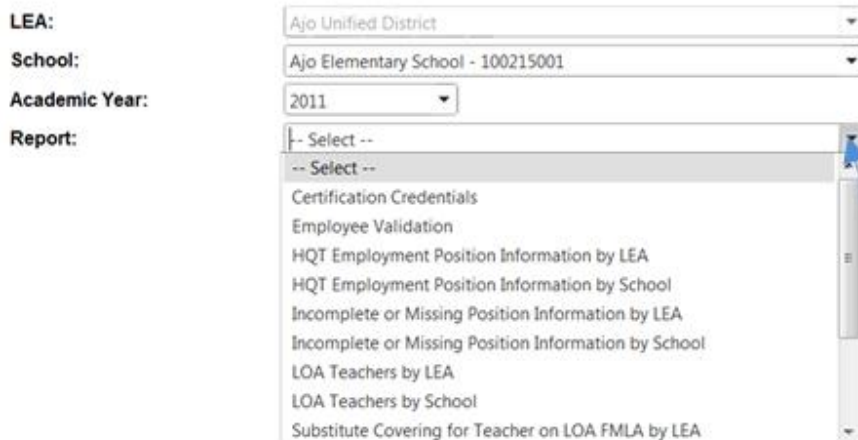
## IMPORTANT

Once the substitute teacher in a vacant position leaves this classroom, you **MUST** indicate an end date for the status of **"Sub Filling Vacant Position."** Remember, a teacher with an Arizona Substitute Certificate is limited to teaching only 120 days in the same school each school year. A teacher with an Arizona Emergency Substitute Certificate is limited to teaching only 120 days per school year.



## ■ Reports:

The Highly Qualified Position Input Application has several available reports to assist LEA's in their efforts to achieve the equitable distribution of highly qualified, effective teachers for all students. It is strongly recommended that LEA's run a monthly report to monitor the highly qualified status of the teachers and to ensure the information entered into the application is accurate and up-to-date. Please note: The application will automatically update an individual's highly qualified status if there is a change to their certification or AEPA exams passed.



By selecting the drop down box next to **Report**, you can choose from various reporting functions.





## Reports for Users with Full LEA-Level Access:

The following reports are available for users with access to all schools within the LEA: Certification Credentials, Employee Validation, Highly Qualified Teacher (HQT) Position Information (by LEA or school site), Incomplete or Missing Position Information (by LEA or school site), LOA Teachers (by LEA or school site), Substitute Covering for Teacher on LOA FMLA (by LEA or school site), Substitute filling Vacant Position (by LEA or school site) and Teachers in Non-Highly Qualified Positions (by LEA or school site).

By selecting the **Certification Credentials** report, you will receive a list of teachers for the entire LEA, including: the teacher name, current school, certificate(s) held, certificate expiration date, approved area(s), endorsements and passed AEPA exams. These data may be exported into an Excel spreadsheet that can be further analyzed.

1 of 3 100% Next Select a format Export						
Certification Credentials -- Ajo Unified District						
6/25/2010 12:28:54 PM						
School	Teacher	Certificates	Certificate Expires	Approved Area	Endorsement	AEPA Exam Passed
Ajo Unified District	Doe, Jane	Principal	05/22/2013	Business	Structured English Immersion (SEI) K - 12	
Ajo Unified District	Doe, Jane	Principal	05/22/2013	History	Structured English Immersion (SEI) K - 12	
Ajo Unified District	Doe, John	Standard Elementary Education, K-8	05/22/2013	Business	Structured English Immersion (SEI) K - 12	
Ajo Unified District	Doe, John	Standard Elementary Education, K-8	05/22/2013	History	Structured English Immersion (SEI) K - 12	
Ajo Unified District	Doe, John	Standard Secondary Education, 7-12	05/22/2013	Business	Structured English Immersion (SEI) K - 12	

By selecting the **Employee Validation** report, you will receive a list of teachers for the entire LEA including the teacher name, last four digits of the Social Security Number and the 16 digit Educational Stakeholder Identification Number.

1 of 2 100% Find   Next Select a format Export		
Employee Validation		
Ajo Unified District		
Ajo High School		
6/25/2010 1:03:53 PM		
Teacher	SSN	Educational Stakeholder ID
Doe, Jane	### - ## -9007	4678-4676-5847-4363
Doe, Joe	### - ## -7686	9167-7541-2223-9172
Doe, John	### - ## -6032	1562-1567-6627-9432
Doe, Sally	### - ## -6648	4375-7444-8978-2567
Total Number of Teachers	4	



By selecting the **Highly Qualified Employment Position Information by LEA** report, you will receive a list of teachers for the entire LEA that includes all available position information. Both highly qualified and non-highly qualified teachers will be listed.

1 of 2 100% Find | Next Select a format Export

**HQT Employment Position Information**  
Ajo Unified District  
6/25/2010 1:12:51 PM

School	Teacher	Position	Teacher of Record	Content Area	Grades Taught	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By	Employment Create Date	Position Updated By	Position Create Date	Position Last Modified Date
Ajo Elementary School	Doe, Jane	Sped Cross Categorical	No	(Not Applicable)	4	Y	6	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	06/19/2009	06/14/2010
		Biology	Yes	Biology	9 10 11 12	N	1	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	04/26/2010	06/14/2010
		Elementary Content Areas	Yes	Elementary Education	2	N	1	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	05/05/2010	06/14/2010
	Doe, John	Physical Science	Yes	Physical Science	9 10 11	N	10	Not Highly Qualified	Yes	hkhon	06/06/2009	hkhon	04/15/2010	06/14/2010
Ajo High School	Doe, Joe	English	Yes	English	9 10	Y	6	24 Semester Hours/Major	Yes	rbye2	07/31/2009	aloebach	06/19/2009	06/14/2010
	Doe, Sally	Sped Cross Categorical	No	(Not Applicable)	9 10 11 12	Y	6	SPED Certificate	Yes	aloebach	07/31/2009	aloebach	06/19/2009	06/14/2010

By selecting the **Incomplete or Missing Information by LEA**, you will receive a report that indicates which teacher records have data fields with incomplete information.

1 of 1 100% Find | Next Select a format Export

**Incomplete or Missing Position Information**  
[Invalid Position, Teacher of Record & Content Area Combination]  
Ajo Unified District  
6/25/2010 1:30:30 PM

School	Teacher	Position	Teacher of Record	Content Area	Grades Taught	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By	Employment Create Date	Position Updated By	Position Create Date	Position Last Modified Date
Ajo Elementary School	Doe, Jane	Bilingual	Y	Middle Grade General Science	7 8	N	4	Not Highly Qualified	No	AutomatedProcess	07/31/2009	hkhon	03/03/2010	06/14/2010
	Doe, Joe	Elementary Content Areas	Y	Elementary Education	8	Y	6	HOUSSE	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010
	Doe, John	Elementary Content Areas	Y	Elementary Education	3	Y	6	AEPA	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010
	Doe, Sally	Elementary Content Areas	Y	Elementary Education	5	Y	6	HOUSSE	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010

By selecting the **LOA FMLA Teachers by LEA** report, you will receive a list of teachers who currently are on a Leave of Absence in the LEA.

1 of 1 100% Find | Next Select a format Export

**LOA FMLA Teachers by School**  
6/21/2011 2:44:10 PM

LEA	School	Teacher	Status Type	Start Date	End Date
Yuma Union High School District	San Luis High School	Doe, John	LOA / FMLA	6/20/2011	
		Doe, Jane	LOA / FMLA	6/21/2011	
		Doe, Joe	LOA / FMLA	6/21/2011	



The **Substitute Covering for Teacher on LOA FMLA by LEA** report lists the substitutes and the original teacher (as well as the starting and ending dates) for teachers identified as being on FMLA within the LEA.

<div> <div>1 of 1</div> <div>100%</div> <div>Find   Next</div> <div>Select a format</div> <div>Export</div> </div>						
Substitute(s) Covering for Teacher on LOA FMLA by School						
6/21/2011 2:47:58 PM						
LEA	School	Substitute	Status Type	Start Date	End Date	Teacher on LOA
Yuma Union High School District	San Luis High School	Doe, Joe	Sub Filing LOA Position	6/22/2011	6/30/2011	Smith, Joe
		Doe, Jane	Sub Filing LOA Position	6/21/2011		Smith, Jane
		Doe, Sally	Sub Filing LOA Position	6/20/2011		Smith, Sally

The **Substitute Filling Vacant Position by LEA** report lists the substitutes (as well as the starting and ending dates) for teachers identified as filling vacant positions.

<div> <div>1 of 1</div> <div>100%</div> <div>Find   Next</div> <div>Select a format</div> <div>Export</div> </div>					
Substitute Filling Vacant Position by School					
6/21/2011 2:49:15 PM					
LEA	School	Substitute	Status Type	Start Date	End Date
Yuma Union High School District	San Luis High School	Doe, Jane	Sub Filing Vacant Position	6/21/2011	



By selecting the **Teachers in Non-Highly Qualified Positions by LEA** report, you will receive a list of teachers by school for the entire LEA, who currently do not meet the highly qualified requirements in one or more core content areas.

Doe, John 1 of 1 100% Find | Next Select a format Export

**Teachers In Non-HQT Positions**  
6/25/2010 1:54:13 PM

LEA	School	Title I	Teacher	Position	Content Area	Grades Taught
Ajo Unified District	Ajo Elementary School	No	Doe, Jane	Biology	Biology	9 10 11 12
			Doe, Jane	Elementary Content Areas	Elementary Education	2
			Doe, Joe	Sped Cross Categorical	(Not Applicable)	4
			Doe, John	Bilingual	Middle Grade General Science	7 8
			Doe, John	Bilingual	Middle Grade Mathematics	7 8

All reports can be exported from the system into various data formats by opening the **Select a Format** drop down box, selecting a data format and clicking on the **Export** button.

1 of 2 100% Find | Next Select a format Export

Select a format  
 XML file with report data  
 CSV (comma delimited)  
 Acrobat (PDF) file  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word

**nt Position Information**  
Ajo Unified District  
2010 2:50:20 PM

School	Teacher	Position	Teacher of Record	Content Area	Grades Taught	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By
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## Reports for Users With School-Level Site Access:

The following reports are available for users school-level access within an LEA: Certification Credentials, Employee Validation, Highly Qualified Teacher (HQT) Position Information (by school site), Incomplete or Missing Position Information (by school site), LOA Teachers (by school site), Substitute Covering for Teacher on LOA FMLA (by school site), Substitute filling Vacant Position (by school site) and Teachers in Non-Highly Qualified Positions (by school site).

By selecting the **Employee Validation** report, you will receive a list of teachers for the selected school including the teacher name, last four digits of the Social Security Number and the 16 digit Educational Stakeholder Identification Number.

1 of 2 100% Find | Next Select a format Export

### Employee Validation

#### Ajo Unified District

Ajo High School  
6/25/2010 1:03:53 PM

Teacher	SSN	Educational Stakeholder ID
Doe, Jane	### - ## -9007	4678-4676-5847-4363
Doe, Joe	### - ## -7686	9167-7541-2223-9172
Doe, John	### - ## -6032	1562-1567-6627-9432
Doe, Sally	### - ## -6648	4375-7444-8978-2567
Total Number of Teachers	4	

By selecting the **Highly Qualified Employment Position Information** by school report, you will receive a list of teachers for the selected school that includes all available position information. Both highly qualified and non-highly qualified teachers will be listed.

1 of 2 100% Find | Next Select a format Export

### HQT Employment Position Information

Ajo Unified District  
6/28/2010 2:50:20 PM

School	Teacher	Position	Teacher of Record	Content Area	Grades Taught	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By	Employment Create Date	Position Updated By	Position Create Date	Position Last Modified Date
Ajo Elementary School	Doe, Jane	Sped Cross Categorical	No	(Not Applicable)	4	Y	6	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	06/19/2009	06/14/2010
		Biology	Yes	Biology	9 10 11 12	N	1	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	04/26/2010	06/14/2010
		Elementary Content Areas	Yes	Elementary Education	2	N	1	Not Highly Qualified	Yes	mgardner	06/06/2009	mgardner	05/05/2010	06/14/2010
	Doe, John	Physical Science	Yes	Physical Science	9 10 11	N	10	Not Highly Qualified	Yes	nkhan	06/06/2009	nkhan	04/15/2010	06/14/2010



By selecting the **Incomplete or Missing Information by school**, you will receive a report that indicates which teacher records have data fields with incomplete

Doe, Jane

1 of 1 100% Find | Next Select a format Export

**Incomplete or Missing Position Information**  
[Invalid Position, Teacher of Record & Content Area Combination]

Ajo Unified District  
6/25/2010 1:30:30 PM

School	Teacher	Position	Teacher of Record	Content Area	Grades Taught	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By	Employment Create Date	Position Updated By	Position Create Date	Position Last Modified Date
Ajo Elementary School	Doe, Jane	Bilingual	Y	Middle Grade General Science	7-8	N	4	Not Highly Qualified	No	AutomatedProcess	07/31/2009	hshan	03/03/2010	06/14/2010
	Doe, Joe	Elementary Content Areas	Y	Elementary Education	8	Y	6	HOUSSE	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010
	Doe, John	Elementary Content Areas	Y	Elementary Education	3	Y	6	AEPA	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010
	Doe, Sally	Elementary Content Areas	Y	Elementary Education	5	Y	6	HOUSSE	No	AutomatedProcess	07/31/2009	AutoProcess	06/19/2009	06/14/2010

By selecting the **LOA FMLA Teachers by School** report, you will receive a list of teachers who currently are on a Leave of Absence in the selected school.

1 of 1 100% Find | Next Select a format Export

**LOA FMLA Teachers by School**  
6/21/2011 2:44:10 PM

LEA	School	Teacher	Status Type	Start Date	End Date
Yuma Union High School District	San Luis High School	Doe, John	LOA / FMLA	6/20/2011	
		Doe, Jane	LOA / FMLA	6/21/2011	
		Doe, Joe	LOA / FMLA	6/21/2011	

The **Substitute Covering for Teacher on LOA FMLA by School** report lists the substitutes and the original teacher (as well as the starting and ending dates) for teachers identified as being on FMLA within the selected school.

1 of 1 100% Find | Next Select a format Export

**Substitute(s) Covering for Teacher on LOA FMLA by School**  
6/21/2011 2:47:58 PM

LEA	School	Substitute	Status Type	Start Date	End Date	Teacher on LOA
Yuma Union High School District	San Luis High School	Doe, Joe	Sub Filing LOA Position	6/22/2011	6/30/2011	Smith, Joe
		Doe, Jane	Sub Filing LOA Position	6/21/2011		Smith, Jane
		Doe, Sally	Sub Filing LOA Position	6/20/2011		Smith, Sally





The **Substitute Filling Vacant Position by School** report lists the substitutes (as well as the starting and ending dates) for teachers identified as filling vacant positions within the selected school.

1 of 1 100% Find | Next Select a format Export

### Substitute Filling Vacant Position by School

6/21/2011 2:49:15 PM

LEA	School	Substitute	Status Type	Start Date	End Date
Yuma Union High School District	San Luis High School	Doe, Jane	Sub Filling Vacant Position	6/21/2011	

By selecting the **Teachers in Non-Highly Qualified Positions** report, you will receive a list of teachers for the entire school roster who currently do not meet the highly qualified requirements in one or more core content areas.

Doe, John 1 of 1 100% Find | Next Select a format Export

### Teachers In Non-HQT Positions

6/25/2010 1:54:13 PM

LEA	School	Title I	Teacher	Position	Content Area	Grades Taught
Ajo Unified District	Ajo Elementary School	No	Doe, Jane	Biology	Biology	9 10 11 12
			Doe, Jane	Elementary Content Areas	Elementary Education	2
			Doe, Joe	Sped Cross Categorical	(Not Applicable)	4
			Doe, John	Bilingual	Middle Grade General Science	7 8
			Doe, John	Bilingual	Middle Grade Mathematics	7 8

All reports can be exported from the application into various data formats by opening the **Select a Format** drop down box, selecting a data format and clicking on the **Export** button.

1 of 2 100% Find | Next Select a format Export

Select a format  
 XML file with report data  
 CSV (comma delimited)  
 Acrobat (PDF) file  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word

### Substitute Filling Vacant Position Information

Yuma Union High School District  
 6/21/2011 2:50:20 PM

School	Teacher	Position	Teacher of Record	Content Area	Valid Certificate	Periods Taught	HQ Criteria	Complete	Employment Updated By
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